

24 NOV 1976

MEMORANDUM FOR: Deputy Director for Administration

THROUGH : [REDACTED] STATINTL

AC/Information Systems Analysis Staff

FROM : [REDACTED] STATINTL

Chief, Micrographics Program Branch

SUBJECT : WAE Personnel for File Preparation

REFERENCE : Memo for DDA from C/MPB, same subject, dated 15 February 1976 (DDA 76/1164)

1. Paragraph four contains a recommendation for your approval.
2. Referent memorandum discussed a problem which existed in the conversion of paper records to microfilm, and made a recommendation that was approved. This recommendation was to hire handicapped people on a WAE contract to prepare files for microfilming. Unfortunately, the Office of Personnel has been unable to recruit handicapped people to fill these positions, because the individuals with physical handicaps such to enable them to perform the functions were only interested in full-time employment.
3. The problem of file preparation still exists. Hundreds of cubic feet of files approved for microfilming cannot be filmed because manpower is not available for the necessary file preparation. The P&PD/OL has funds available in both FY77 and FY78 Budgets for this purpose.
4. Your approval is requested to waive the handicapped requirement and allow P&PD to hire non-handicapped people on a WAE contract to do the file preparation tasks outlined in referent memorandum. Of course, if handicapped people suitable for these tasks are found, they would still be given top priority.

STATINTI

Attachment: Referent

CONCUR:

26 Mar 96

STATINTL

SUBJECT: WAE Personnel for File Preparation

CONCURRENCE:

STATINTL

[Redacted] _____
Chief, Printing & Photography Division

1/17/77

Date

APPROVED:

STATINTL

[Redacted] _____
John F. Blake
Deputy Director for Administration

1/12/77

Date

DISAPPROVED:

[Redacted] _____
John F. Blake
Deputy Director for Administration

Date

Distribution:

Original - MPB (815 Ames)
2 - DDA subj.
1 - ISAS
1 - P&PD

ORIG:ISAS/MPB [Redacted] BB/2761/24 November 1976

STATINTL

* Concern, but will still try to file with handcopy.
We have one in place, another project.

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRET

Approved For Release 2001/ROUTING-RDP79-00498A000500140005-6

SUBJECT: (Optional)

DD/A Registry
File Personnel-13

STAT NTL

C/MPB

EXTENSION

NO.

815 Ames Bldg.

DDA 77-8174
STAT NTL

17 November 1976

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. AC/ISAS 7C18 Headquarters		11/24	MM	1. For concurrence
2. AI/DDA 7C18 Headquarters	11/30	13		
3. C/P&PD/OL 154 P&PD	1/1	C		3. For concurrence
4. DDA 7D18 Headquarters	17 Jan	b		4. For approval
5.				4-6 Make sure that the WAG's are aware of the DDA's policy re summer only.
6. C/MPB 815 Ames Bldg.				3 18 JAN 1977
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
Approved For Release 2001/07/30 : CIA RDP79-00498A000500140005-6
UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED]	11 JAN 1977	<i>g</i>
2			<i>h</i>
3	Mr. Malanick		<i>h</i>
4			<i>h</i>
5	Mr. Blake		
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
DDA 77-0174			

Remarks:

Wanted handicapped for microfilming job. None available who could function. Ask OK to get non-handicapped on WAE basis.

RFZ

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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76/1164

PERS 76-612

19 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration

THROUGH : Chief, Information Systems Analysis Staff
SUBJECT : WAE Personnel for File Preparation

1. This memorandum addresses a problem which exists in the conversion of paper records to microfilm and makes a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Background

The preparation of records for microfilming encompasses several time consuming tasks which must be performed by the user. These tasks include:

- Purging extraneous pages and extra copies from each file
- Removing staples
- Mending torn pages
- Prearranging pages into the order in which they are to appear on the microfilm
- Counting pages for each microfiche
- Typing microfiche title cards
- Packaging and mailing the documents to Printing and Photography Division

3. Problem

Every day I am being made more aware that the labor intensive steps involved in preparing files for microfilming are seriously impeding component efforts to convert records to microfilm. File preparation is holding more and more potential micrographics customers back. It is also holding back the customers who are already committed to microfilming but who are unable to move ahead with their conversion plans because they don't have the manpower necessary to do this important front-end work.

4. Alternatives

Three alternatives were considered:

- a. Do nothing. The consequences would be to let records destined for microfilming continue to stack up in scarce office space.
- b. Allow P&PD to hire and supervise a cadre of When Actually Employed (WAE) file preparers who would move from office to office assisting components in file preparation tasks.
- c. Recommend that components with file preparation problems hire their own WAE personnel for this job. This would probably be less efficient than b. The hiring component would have to train and supervise these people and they would be available only to that office. In addition to losing the use of their skills elsewhere, there would be some extra training effort as each office tries to train their own WAE's.

5. Coordination

MPB has discussed with OL/P&PD and the Agency coordinator for employing the handicapped the possibility of hiring handicapped people for this job. All feel that the project has merit and is indeed feasible.

6. Recommendations

Alternative 4b is recommended. Your approval is requested to allow P&PD to hire and supervise a cadre of WAE file preparers who will

-3-

move from office to office assisting components in file preparation tasks. Initially, four such people should be hired at approximately \$4.00 per hour for a four and one-half month trial period. Ten thousand dollars can be reprogrammed from ISAS FY-76 funds for this purpose.

STATINTL

STATINTL

Chief, Micrographics Program Branch

CONCUR:

C/ISAS

22 February 1976
Date

STATINTL

C/PGPD/OL

3/8/76
Date

OK as taken. DLI

APPRO

18 April '76
Date

DISAB

Date

1 UNCLASSIFIED

INTERNAL
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SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

IN A Register

File Personnel - 55

FROM:

PKW

EXTENSION

NO.

STATINTL

C/MPB

DATE

19 FEB 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/ISAS
7C18 Hqs.

19 FEB 1976

EXL

1. For concurrence

2. AI/DDA
7C18 Hqs.

3/3/76 B

3. C/P&PD/OL
154 P&PD

3/8 RCC

3. For concurrence

4. DDA
7D18 Hqs.

18 MAR 1976

7

4. For approval

5.

6. C/MPB
710 Magazine

3/19/76

2 to 344

7.

8.

9.

10.

11.

12.

13.

14.

15.

As I understand
it:

3. Money is
available for
this

4. The proposal
is to give
them cheap
individuals

5. With these
spies in mind
it is for the
good of the
country. B.

AI/DDA

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